



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-SW-COP

20 MAY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Sam Houston (FSH) Antiterrorism Awareness Training Policy

1. References:

- a. DoDD 2000.12, DoD Antiterrorism Program, 18 August 2003.
- b. DoDI 2000.16, DoD Antiterrorism Standards, 14 June 2001.
- c. DoD O-2000.12-H, DoD Antiterrorism Handbook, 9 February 2004.
- d. AR 525-13, Antiterrorism, 4 January 2002.

2. PURPOSE: The purpose of this memorandum is to establish Antiterrorism (AT) awareness training policy for all military personnel, DoD civilians, DoD contractors and family members assigned within the Fort Sam Houston Area of Responsibility (AOR).

3. SCOPE: This policy applies to all organizations located on or supported by Fort Sam Houston and Camp Bullis.

4. BACKGROUND: The Army Antiterrorism Program is established to protect DoD personnel at all locations and situations against terrorism. Ensuring all personnel are aware of the terrorist threat and adequately trained in the application of protective measures is a critical task for all commanders according to AR 525-13.

5. POLICY: Commanders and directors will implement an aggressive AT awareness program facilitated by the AT Office. Commanders, directors and supervisors at all organizational levels are responsible for ensuring antiterrorism training is conducted, recorded, tracked and reported as required. The AT Office will provide oversight and track overall installation AT training completion. The AT Office also is responsible for providing advice and guidance to FSH organizations on AT training matters. All personnel assigned to FSH are responsible for completing required AT training.

a. Annual AT Awareness Training (Level I) is mandatory for all military personnel and DoD civilians (including Non-appropriated Funds employees).

b. Annual AT Awareness Training (Level I) may be completed online at <http://www.at-awareness.org> (access code: aware) or received by an AT Level II certified instructor in a classroom type format.

c. Military personnel and DoD civilians traveling outside the 50 United States, its territories and possessions (to include on leave, pass or temporary duty) will receive a destination AOR update within two months of travel and must have received AT Awareness Training (Level I) within 12 months of travel.

d. DoD-employed contractors will be offered annual AT Awareness Training (Level I) and a destination AOR update prior to travel outside the 50 United States, its territories and possessions, under terms and conditions specified in the contract.

e. Family members 14 years and older accompanying or joining sponsors OCONUS on official government orders will receive AT Awareness Training (Level I) and a destination AOR briefing prior to departure.

f. Commanders, battalion level and above, will appoint in writing, an AT Officer (ATO) in the grade SFC or higher to serve as the commander's planner and advisor on AT matters. The ATO also serves as an instructor for Antiterrorism Awareness Training (Level I) for the unit and conducts AOR briefings prior to travel OCONUS. Unit ATOs will be formally trained and certified within 180 days of appointment by attending a TRADOC-designated AT Level II course.

g. Units will maintain individual training records documenting all AT training received by each person in the organization, including annual AT Awareness Training (Level I) and AOR updates and briefings. Sign in rosters will be maintained for all classroom training that is conducted. Each individual receiving classroom training will be provided the wallet-sized OCJCS PC 5260 Card, Antiterrorism Individual Protective Measures, or equivalent. Personnel traveling OCONUS will also be provided JS Guide 5260, A Self-Help Guide to Combat Terrorism While Overseas. These are available at <http://www.at-awareness.org> (access code: aware). After logging in, click on "AT Level I Course" then "Training-Related Downloads."

h. Individual training documents certifying that AT awareness training was completed will be provided to the orders approving official prior to OCONUS travel. Orders approving officials will verify that AT training has been received as required. An entry will be made on travel orders indicating the date AT Awareness Training (Level I) was completed and the date AOR updates and briefings were received by travelers. This also applies to travel orders for all family members 14 years and older who accompany or join the sponsor on an overseas assignment or official government travel.

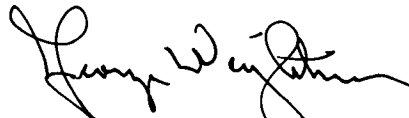
i. The AT Office will send a request for AT training completion data to all FSH organizations quarterly. All organizations will provide AT training data to the AT Office as requested. The AT Office will compile the installation data and report AT training completion status to the AT Committee.

MCCS-SW-COP

SUBJECT: Fort Sam Houston (FSH) Antiterrorism Awareness Training Policy

6. This policy will be reviewed one year from date of publication.

7. Point of contact is Mr. Floyd Williams, Director, Plans, Training, Mobilization and Security, at (210) 295-0522, or e-mail floyd.williams@samhouston.army.mil.

A handwritten signature in black ink, appearing to read "George W. Weightman".

GEORGE W. WEIGHTMAN
Major General, MC
Commanding

DISTRIBUTION:

A